



SITE PLAN/PLAN OF DEVELOPMENT APPLICATION TOWN OF DUCK

1 Date of Submission	10 Owner: Name: Address: Telephone:	Owner's Signature
2 Type of Application <input type="checkbox"/> Site Plan <input type="checkbox"/> Minor Site Plan <input type="checkbox"/> Plan of Development	11 Applicant If other than the owner Name: Address: Telephone:	Applicant/Agent Signature
3 Existing Uses	Telephone:	Contact Person if other than Applicant Name: Telephone:
4 Proposed Uses	42.2.8.11 Procedure (a) All site plans or minor site plans that are appropriately submitted and that are certified by the zoning administrator as conforming to the standards and requirements set forth in this chapter shall be reviewed for approval by the plan-approving agent designated by the town manager, hereinafter referred to as the agent. (b) All plans of development that are appropriately submitted and that conform to the standards and requirements set forth in this chapter shall be approved by the zoning administrator. (c) The property owner or his designee shall submit a site plan or minor site plan to the plan-approving agent or submit a plan of development to the zoning administrator, including a completed application and 12 prints of the plan. (d) Site plans and minor site plans shall be prepared and certified by an engineer, architect, land surveyor or landscape architect duly authorized to practice by the State of North Carolina. No person shall prepare or certify any portion of a site plan that is outside the limits of his professional expertise and license. (e) With the site plan, minor site plan, or plan of development, the applicant shall submit applicable fees consistent with the adopted fee schedule. The applicant shall also submit certified mail receipts from notices sent to the owners of each property abutting to or across the street from the subject property. Such notices shall inform the owners that the plan has been submitted and will be considered for approval not less than ten days after receipt of the notice for a site plan and not less than five days after receipt of notice for a minor site plan or plan of development. If the adjacent development is of condominium ownership, then notification sent to the condominium association shall be sufficient to satisfy this provision. (f) Written comments pertaining to a site plan, minor site plan, or plan of development may be filed with the agent by any interested party within the	

	<p>period prescribed in the notice or at any time prior to approval of the site plan.</p> <p>(g) The reviewing agent shall notify the applicant in writing of the action to approve or deny the site plan or minor site plan and shall forward a copy to the zoning administrator. The zoning administrator shall notify the applicant in writing of the action to approve or deny the plan of development. In the event that a plan is denied, the plan-approving agent or zoning administrator shall indicate the reasons for denial. The decision by the zoning administrator or plan-approving agent shall be made within sixty (60) days and denial may be appealed to the Town Council within thirty days of the date of the written decision by application in accordance with the special exception provisions of Section 42.2.9.</p>
<p>5 Location of project</p> <p>Address:</p> <p>PIN #</p> <p>Parcel #</p>	<p>Fee Determination:</p> <p>Commercial parking lots, commercial, business and Multi-family accessory parking areas (other than single family residence). Note that this fee is in addition to other required review fees for the same project @\$_____ per space _____</p>
<p>6 Zoning District</p>	<p>All other new development not included elsewhere in fee schedule (this fee is based on footprint of proposed development or structure and is in addition to review fees for associated parking areas.) @ \$_____ per square foot _____</p>
<p>7 Is there an associated Rezoning, Conditional Use Permit, Special Exception, Variance?</p> <p><input type="checkbox"/> Yes Case# _____</p> <p><input type="checkbox"/> No</p>	<p>Other, if applicable (see adopted Fee Schedule) _____</p> <p><u>TOTAL</u> _____</p> <p>Note: Resubmittal of expired site plan approvals</p> <p>Site plan approvals expire 24 months after the date of approval. After the expiration date of an approved site plan a charge of 50% of initial review fee shall be paid for a re-submittal when the following conditions are met:</p> <ol style="list-style-type: none"> A review fee has been paid Site plan approval has expired No changes are being proposed in the re-submitted site plan
<p>8 All improvements shown on Plan, including landscaping to be completed by (month & year)</p>	
<p>9 Estimated building & site costs</p>	
<p><i>Planning Department Use Only:</i></p> <p>Materials Submitted:</p> <p><input type="checkbox"/> 12 copies of all plans</p> <p><input type="checkbox"/> Certified Mail receipts</p> <p><input type="checkbox"/> Application Fees: _____</p>	<p>Note that fees/permits/approvals may also be required for construction projects from other local, state, and federal agencies. Examples:</p> <p>--Water connection or review fees, health department fees, recordation fees by Dare County</p> <p>--Wetlands permitting, U.S. Army Corps of Engineers</p> <p>--Right-of-way review/dedication, North Carolina Department of Transportation</p> <p>--Major CAMA permits, North Carolina Coastal Resources Commission</p>
<p>Receipt Date Stamp</p>	<p>Site Plan Application Number _____</p>